



ARIZONA DEPARTMENT OF CORRECTIONS

ACI – Rules and Conditions of Employment

INMATE NAME <i>(Last, First, M.I.) (Please print)</i>		ADC NUMBER
EMPLOYMENT DATE <i>(mm/dd/yyyy)</i>	ASSIGNMENT	
Policy and Procedures I am aware that upon being hired for work at Arizona Correctional Industries (ACI), I will be automatically placed on probationary status and enrolled in the ACI training program for a minimum period of thirty (30) days. I understand that I can be transferred to other work assignments and/or terminated at any time if I fail to meet designated ACI standards for the position for which I was hired. I have read Department Order #903, Inmate Work Activities; ACI Technical Manual #115-T-3, Industrial Safety Program; and any other procedures given to me. I understand these documents and agree to comply with them. I understand that failure to do so may result in my immediate termination.		
Attendance I will report to work on time and work the hours of the shift as directed by the Arizona Correctional Industries Supervisor and/or authorized security staff. Day Shift Hours of Operation _____ Night Shift Hours of Operation _____		
Absenteeism Three unexcused absences will result in receiving a job suspension. Any excused absence must be approved by the ACI Manager or Correctional Officer keeping the time. Approved absences will include: parole board, sick call or illness, lockdown, and/or other required functions.		
Breaks Break times are noted below. No cigarette breaks will be permitted in addition to the two 15-minute breaks.		
Special Instructions		
Performance Standards I am aware that I will be evaluated on the last work day of each month and that this evaluation will be considered when determining whether I will be retained, promoted, or removed from my ACI work assignment. Minimum standards of production will be established by the Production Supervisor.		
INMATE'S SIGNATURE		DATE <i>(mm/dd/yyyy)</i>
STAFF MEMBER NAME <i>(Last, First, M.I.) (Please print)</i>	SIGNATURE	DATE <i>(mm/dd/yyyy)</i>

